

<b>ALASKA PIONEER HOME</b>		<b>P&amp;P No: 07.05</b>
<b>Title: Controlled Substances</b>		<b>Approval:</b> D. COTE
<b>Key Words: Schedule II, III, IV, and V; Receipt, Return, Destruction</b>		
<b>Team: Pharmacy, Nursing</b>	<b>Effective Date: 1/1/11</b>	<b>Page: 1 of 6</b>

## **PURPOSE**

To describe the order, receipt, return, destruction, and documentation processes of controlled substance medications by the Alaska Pioneer Home (APH) Pharmacy.

## **POLICY**

APH follows the state and federal requirements of ordering and documenting processes of controlled substance use, as classified by the Drug Enforcement Administration (DEA) and Alaska state law.

Access to controlled substances is limited to APH staff that is authorized to access these medications.

APH Pharmacy maintains perpetual inventory logs to account for controlled substances in the Homes.

Controlled substances that are no longer needed by the resident are returned to the APH Pharmacy for destruction.

## **DEFINITIONS**

**Controlled substances** are drugs which are regulated or outlawed due to their potential for abuse or addiction. Such drugs include narcotics, stimulants, depressants, hallucinogens, and cannabis. The manufacture, possession, and use of controlled substances are regulated by the government.

**Schedule II** substances have high abuse potential and severe psychological and/or physical dependence liability.

**Schedule III, IV, and V** substances have less abuse and limited dependence potential than Schedule II substances.

**Title: Controlled Substances****PROCEDURE****I. Schedule II Controlled Substance Medications****A. Examples of Schedule II**

1. Fentanyl patch
2. Morphine
3. Oxycodone
4. Methadone

**B. Ordering Schedule II**

1. The Homes fax a copy of the prescription to the pharmacy to notify that the original prescription is being sent.
2. Schedule II controlled substances are dispensed upon the receipt of the original copy of the written prescription.
3. The pharmacist cannot dispense from a faxed copy of a Schedule II prescription.
4. Schedule II controlled substances are not refilled.
5. Schedule II controlled substances are reordered when a ten (10) day supply remains.
  - a) This allows for transmittal of the required original written prescription from the physician to the pharmacy.
6. A prescription for a controlled substance contains the following:
  - a) Resident's name
  - b) Date
  - c) Drug
  - d) Dose
  - e) Route of administration
  - f) Schedule of administration
  - g) Amount of medication to be dispensed
  - h) Indication and diagnosis
  - i) Prescriber's signature, DEA number, address, phone number
7. Procedure for placing the Schedule II prescriptions in the pharmacy tote box:
  - a) Two staff (including at least one nurse) seal the original Schedule II prescriptions in a non-transparent paper envelope.
  - b) The two staff each write information on the outside of the envelope:
    - (1) Signature
    - (2) Date
    - (3) Number of prescriptions in the envelope



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- c) *Do not* write the resident's name or contents of the envelope on the outside.
- d) Place the envelope in a plastic baggie for protection.
- e) Place the envelope inside a pharmacy tote box or WPX envelope for mailing.
- f) Secure the envelope inside the bottom of the tote box with tape.
- g) Close and secure the tote box and return to pharmacy.
- 8. Receiving Schedule II prescriptions in pharmacy
  - a) Two pharmacy staff witness the opening of the envelope, date, sign, and list the contents of the envelope.
  - b) The empty envelope is kept in the pharmacy for one month for tracking purposes, then discarded.
  - c) Pharmacy copies the received Schedule II prescriptions and faxes a copy back to the Home, indicating that the prescription has been received.

**C. Dispensing Schedule II**

- 1. Pharmacy fills a maximum sixty (60) day supply of a Schedule II medication.
- 2. Pharmacy dispenses Schedule II tablets and capsules in accountable quantities and containers designed for easy counting of contents.

**D. Storing Schedule II**

- 1. Schedule II medications are stored in a locked cabinet within the pharmacy.
- 2. The medications are counted with the semi-annual pharmacy inventory and in a perpetual inventory log book.
- 3. Scheduled drugs that are reintroduced into the pharmacy inventory, for disposal only, are recorded in the log book.

**II. Schedules III, IV, and V Controlled Substance Medications**

**A. New and refill orders for Schedule III, IV, and V**

- 1. Ordered and received with other medications from the pharmacy.
- 2. May not be refilled after 6 months from the date written.
- 3. May not be refilled more than 5 times.
- 4. Refill is requested on a Refill Request form.
- 5. All controlled substances are dispensed from the pharmacy upon request from a licensed APH nurse.
- 6. A controlled substance is *not* automatically sent to the Home.
- 7. Orders are signed and dated by the prescriber.

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8. Schedule III, IV, and V may be faxed to the pharmacy.
9. If the order prints "void" when copied or faxed, pharmacy must receive the original order to fill.

**B. Dispensing Schedule III, IV, and V**

1. Pharmacy dispenses tablets and capsules in accountable quantities and containers designed for easy counting of contents.

**C. Storing Schedule III, IV, and V**

1. Stored with other medications within the pharmacy.
2. Counted with the semi-annual pharmacy inventory and in a perpetual inventory log book.
3. Scheduled drugs that are reintroduced into the pharmacy inventory, for disposal only, are recorded in the log book.

**III. Receipt of a Controlled Substance into the Home**

**A. Documentation**

1. The APH Pharmacy monitors each dose of a controlled substance from the time that it enters a Home, until the medication is gone, discontinued, or expired.
  - a) The pharmacy monitors all the controlled substances, regardless of the source.
  - b) The Homes maintain a secure area for storage of the controlled substances.
  - c) The Homes limit access to this area to authorized, licensed nurses.
2. When the controlled substance that is dispensed from pharmacy arrives at the Home, a log is attached to the order.
  - a) The APH nurse signs the log to acknowledge receipt of the medication.
  - b) The nurse faxes the log to pharmacy, and keeps the original log at the Home.
  - c) When the medication is finished, discontinued, or expired, the nurse sends the original log and any remaining medication to the pharmacy.
  - d) A copy of the log is kept at the Home.
3. When the controlled substance is from a local acquisition source or the VA, the nurse makes an original log.
  - a) The APH nurse signs in the medication as received into the Home.
  - b) The nurse faxes the log to pharmacy, and keeps the original log at the Home.



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- c) When the medication is finished, discontinued, or expired, the nurse sends the original log and any remaining medication to the pharmacy.
  - d) A copy of the log is kept at the Home.
- 4. When the controlled substance is brought into the Home by Hospice, and is administered by APH staff, the nurse makes an original log.
  - a) The APH nurse signs in the medication as received into the Home.
  - b) The nurse faxes the log to pharmacy, and keeps the original log at the Home.
  - c) When the medication is finished, discontinued, or expired, Hospice is responsible for removing the medication from the Home.
    - (1) The medication must be removed from the Home.
    - (2) Hospice cannot destroy the controlled substance on site.
    - (3) Hospice can direct the APH nurse to send the Hospice medication to the APH Pharmacy for disposal.
- 5. A discrepancy in the count of a controlled substance in the Home is reported to the nurse in charge immediately.
  - a) If the count cannot be resolved, then
    - (1) an incident report is completed and submitted to the Home Administrator, *and*
    - (2) a copy faxed to the pharmacy.

#### **IV. Return and Destruction of a Controlled Substance Medication**

- A. Unused controlled substance medications are returned to APH Pharmacy for disposal.
  - 1. No controlled substances are destroyed in the Homes.
  - 2. The medication is returned to the pharmacy in a secured tote box within seven (7) days of the expiration or discontinuation of the medication.
  - 3. The medication remains in a secured storage at all times within the Homes.
  - 4. The Anchorage Home returns controlled substance medication directly to the pharmacy on a Thursday between 9:30 and 11:30 am.
  - 5. Pharmacy disposes the controlled substance medications through a state contracted reverse distributor.
  - 6. Controlled substance medications that are refused by the reverse distributor are destroyed annually by incineration, in accordance with U.S. DEA regulations.

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HISTORY OF REVISIONS
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New:  
Revised: 1/1/11.  
Reviewed:

ATTACHMENTS
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